



DEPARTMENT OF THE AIR FORCE

HQ WARNER ROBINS AIR LOGISTICS CENTER (AFMC)
ROBINS AIR FORCE BASE GEORGIA

30 July 2001

MEMORANDUM FOR BUSINESS AND INDUSTRY

FROM: WR-ALC/PK

215 Byron Street
Robins AFB GA 31098-1611

SUBJECT: Implementation of Electronic Business and Paperless Contracting Processes

1. The Directorate of Contracting at Warner Robins Air Logistics Center is continuing to lead the way in implementing electronic business and paperless contracting initiatives in accordance with Air Force and Department of Defense goals. As we implement these new processes, we are committed to working closely with our customers and partners in business and industry to keep you informed while improving our exchange of information through the use of electronic business, electronic procurement and electronic commerce techniques.
2. In 1999, WR-ALC/PK announced that all solicitations greater than \$10,000, with the exception of oral solicitations, would be made available electronically via the World Wide Web, e-mail or FAX. We indicated that paper copies would no longer be provided for any solicitation. At that time, we also requested that business and industry provide all responses and associated documents to us in electronic format rather than paper. Many of you have successfully met this challenge and we thank you for your efforts. However, we are still not receiving 100 percent of responses from you in paperless, electronic format. Effective immediately, all responses, correspondence and documents shall be provided to WR-ALC/PK in electronic format and preferably via electronic transmission methods such as e-mail. All WR-ALC/PK solicitations in the future will require electronic responses. We will accept Microsoft Office Word, Excel, Project and PowerPoint document formats, Adobe Acrobat portable document formats (PDF), or Tagged Image File (TIF) formats via e-mail, 1.4MB floppy disk media, or compact disk media. The responsible contracting officer must approve any other electronic formats or media in advance.
3. The Federal Business Opportunities web site <http://www.fedbizopps.gov/> has now been designated as the official single government-wide electronic point of entry for all government pre-award notices, solicitations, and award notices. Pre-award notices, solicitations and award notices will also continue to be available from the Commerce Business Daily Net web site <http://cbdnet.gpo.gov/> until December 31, 2001. Local WR-ALC/PK contracting information, supplemental information on certain major acquisitions and export controlled technical drawings and documents will continue to be available from our local WR-ALC/PK web site <http://pkec.robins.af.mil/>.

4. Earlier this year WR-ALC/PK implemented a paperless, electronic contract file management system for administration of our contract records and documents. This was a significant step toward paperless contracting. Beginning in August 2001, we will take another significant step, as WR-ALC/PK will transition to paperless, electronic contract distribution. The Navy Air Force Interface (NAFI) and the Electronic Data Access (EDA) web-based systems will facilitate electronic contract distribution. E-mail will also be used for notification of availability of the contracts on the web sites and in the beginning will provide distribution of documents as e-mail attachments. The electronic contract distribution process will work as follows. After award, contracting personnel will upload electronic versions of contracts and attachments to the Navy/Air Force Interface (NAFI) web site <https://www.nafi.navy.mil/>. Business, industry and vendors who are awarded contracts will receive a NAFI generated e-mail notification along with a copy of the contract attached. Business, industry, vendors and other non-government entities may also access contracts awarded to them via the Electronic Data Access (EDA) web site <http://eda.ogden.disa.mil/>. The NAFI web site is limited to government personnel only. NAFI and EDA will exchange information via an overnight transfer process. Paper-based contract distribution will be phased out and eventually eliminated.

5. As we move to electronic, paperless contracting, paper-based signatures may no longer be available or required in many cases. Paper-based signatures will not be used when using secure electronic government systems, when using digitally signed e-mail and documents or when no longer required by law or policy. If a paper-based signature is required and an electronic system or digital signature capability is not available, scanned images of signed paper documents in Adobe Portable Document Format (PDF) or Tagged Image File (TIF) formats are acceptable and shall be used. WR-ALC/PK will be using encrypted, digitally signed Microsoft Outlook based e-mail in the near future. Please visit the web site at <http://www.disa.mil/infosec/pkieca/index.html> for additional information on Department of Defense Public Key Infrastructure External Certificates and how to exchange secure, digitally signed information with government electronic business systems and e-mail.

6. Together as a team, we have the opportunity to improve the quality, cost and lead-time of the acquisition process by moving toward paperless contracting and an electronic business environment. As true partners in our mutual quest to improve the acquisition process, we thank you for your support to date. We also ask for your continued cooperation in the future as we pursue these current and future paperless contracting and electronic business initiatives. Our point of contact for electronic business and paperless contracting is Phil Gladney, (912) 926-5490, Phil.Gladney@robins.af.mil.



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